



1 Purpose of the Code of Conduct

- 1.1 To provide elected Governing Council members, as well as all FCCWA members, with consistent guidelines to ensure an exceptional standard of professional conduct at all meetings.
- 1.2 To clearly state the standard of behaviour expected of Governing Council members as well as FCCWA members at all meetings.

2 Key Values and Principles Underpinning the Code of Conduct

- 2.1 The FCCWA membership is entitled to expect that Governing Council will carry out their responsibilities efficiently, economically, fairly, impartially and with integrity.
- 2.2 Governing Council members are expected to apply the following values in all their decisions and activities as members of the Governing Council:

Teamwork	The power of working together amicably.
Leadership	To focus and inspire people to achieve.
Integrity	To act in a professional, open, honest and accountable manner.
Innovation	To assist in the creation of new, innovative and/or more efficient ways of undertaking work within delegated authorities.
People Focus	To communicate and consult in order to better understand FCCWA members needs.

3 Objectives

- 3.1 To incorporate four (4) fundamentals that aim to result in:
 - a) Better decision making by Governing Council



- b) Greater FCCWA community participation in the decisions and affairs of the Governing Council
- c) Greater accountability of the Governing Council to the broader FCCWA community and
- d) A more efficient and effective Governing Council.

4 General Principles of Conduct

- 4.1 General principles to guide the behaviour of Governing Council members include that a person in his or her capacity as a Governing Council member is to:
- a) Act with reasonable care and diligence
 - b) Act with honesty and integrity
 - c) Act lawfully
 - d) Avoid damage to the reputation of the FCCWA (Inc)
 - e) Be open and accountable to the wider FCCWA community
 - f) Base decisions on relevant and factually correct information and
 - g) Treat others with respect and fairness.

5 Rules of Conduct

- 5.1 All persons attending any meeting of the Feline Control Council of Western Australia (Inc) will abide by the following:
- 5.1.1 **They WILL:**
- a) Act appropriately and treat people with respect, never being derogatory in their speech or manner
 - b) Act in the best interests of the Association (FCCWA) and not seek to gain any advantage for themselves, their family or friends
 - c) Act in a way that is fair and unbiased
 - d) Allow everyone to take part without interruption or intimidation and treat everyone equally
 - e) Be open and honest about their actions and decisions and give reasons for them



- f) Declare any personal, financial, private or other material interest in any item on the Agenda of any meetings of the FCCWA
- g) Seek to resolve any conflict or dispute amicably in the best interests of the FCCWA and
- h) Accept and abide by majority decisions (the Governing Council operates on behalf of all the members of the FCCWA and not for individuals).

5.1.2 **They WILL NOT:**

- a) Act or speak in a way that may be perceived as bullying, intimidation, abusive, discriminatory or derogatory
- b) Behave in an improper or disorderly manner
- c) Interrupt or cause a disruption while another Governing Council member or FCCWA member is addressing the Council
- d) Disclose any information deemed confidential unless prior authorisation by the Governing Council has been given
- e) Use any confidential information for their personal advantage or the advantage or disadvantage of any FCCWA member
- f) Use confidential information to disadvantage or discredit the FCCWA
- g) Prevent any member getting information they are entitled to under the Associations Incorporation Act (1987) (Act)
- h) Bring the FCCWA into disrepute by their actions, decisions or behaviour
- i) Speak or claim to speak or give the impression that they speak on behalf of the FCCWA or claim to be representing the FCCWA unless duly authorised by the Governing Council
- j) Allow personal disputes and/or grievances to enter into their behaviour at a meeting
- k) Make comments that amounts to a personal attack on another Governing Council member or FCCWA member and
- l) Use heated, emotional and value loaded language and behaviour.



6 Breaches of the Code of Conduct During Meetings

- 6.1 Any Governing Council member or FCCWA member who does not comply with this Code of Conduct WILL be asked to leave the meeting by the Chairperson. If the Chairperson is the member who is not complying, then the Vice-Chairperson will ask the Chairperson to leave the meeting.
- 6.2 Any person excluded from a meeting because of their behaviour will only be allowed to return to future meetings if they agree to comply and be bound by the Meeting Code of Conduct.
- 6.3 Disciplinary action by the Governing Council may be taken against any person who breaches this Code of Conduct.

7 Revision and Approval History

Date	Revision No.	Author and Approval
April 2011	0	Kerrie Garden. Approved by Governing Council.



FELINE CONTROL COUNCIL OF WESTERN AUSTRALIA (INC)
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DECLARATION AND AGREEMENT FORM

I _____ of
(Please Print Full Name In Block Letters)

(Please Print Home Address In Block Letters)

having read and understood the Meeting Code of Conduct, agree to abide by the provisions set out in this Code of Conduct at all times during my term as an FCCWA Governing Council member.

I understand that any breach of this Code of Conduct may result in disciplinary action being taken against me by the Governing Council of the FCCWA (under Section 6 of this Code of Conduct).

Signature: _____ Date: _____

OFFICE USE ONLY

Original Document is to be sent to FCCWA Office to be filed Date: _____ Signed: _____

Document Copy to be sent to Governing Council Member Date: _____ Signed: _____